

## MINUTES

**Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, January 29, 2003  
Commons 206  
12 – 2 p.m.**

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**Members Present:**    **Dick Montanari, Chair**                    **Bonnie Biggs, V. Chair**                    **Glen Brodowsky, Secretary**  
                                 **Al Schwartz, APC**                    **Vicki Golich, BLP**                    **Janet McDaniel, FAC Sharon Hamill,**  
                                 **GEC**    **Zulmara Cline, SAC**                    **Carmen Nava, UCC**

**Ex-Officio Present:**    **Robert Sheath, Provost & VPAA**

**Guests:**                    **Terry Allison**

**Not Present:**            **George Diehr, CFA; Alexander Gonzalez, President; Kathy Norman, NEAC; Sandy Parsons, ASCSU**

**Staff:**                    **Marcia Woolf, Academic Senate Coordinator**

**I.        Approval of Agenda**

**Motion #1**                    M/S/P\*  
                                 To approve the agenda as presented

**II.       Approval of Minutes of 1/22/03**

**CHANGE:**            **Page 2, X. Committee Reports, GEC, 1<sup>st</sup> sentence:** “~~The committee Barsky~~ is preparing a response to a Chancellor’s Office request for reporting on the GWAR with ~~Barsky’s~~ the committee’s assistance.”

**CHANGE:**            **Page 2, X. Committee Reports, GEC, 3<sup>rd</sup> paragraph, 2<sup>nd</sup> sentence:** “...the EC ~~advised that supported~~ GEC’s ~~suspend~~ suspension of its review of UUDGE courses....”

**Motion #2**                    M/S/P\*  
                                 To approve the minutes as amended

**III.      Chair’s Report, Dick Montanari**

**A.        Announcements:** An executive summary of the newly released ASCSU Department Chair Survey Report was distributed; a full copy of the report is available in the Senate Office. Parsons sent a summary of the report campuswide via e-mail.

The campus budget reduction for spring 2003 will be covered with reserve funds; however, anticipated cuts for 2003/04 are expected to be significant and it is uncertain how we will accommodate the cuts. No specific information is yet available.

A presentation on ACR 73 is scheduled for the February Senate meeting.

Committee chairs are asked to e-mail Woolf to advise how and when course releases are being used this year (please provide faculty member’s name, number of units released, and identify which semester).

Sheath will notify the Chancellor’s Office that Jeffries and Cline (both from COE) are recommended to review joint EdD programs.

**B.        Referrals to Committees:**

                                 APC        Curricular Offerings by Extended Studies

- IV. Vice Chair's Report, Bonnie Biggs:** No report.
- V. Secretary's Report, Glen Brodowsky:** No report.
- VI. President's Report, Alexander Gonzalez:** (Attending Board of Trustees meeting.)
- VII. Provost's Report: Robert Sheath:** A draft budget process for Academic Affairs, which was provided to the EC earlier via e-mail, was distributed. This item will be placed on the next EC agenda for discussion.

Our target enrollment for this year was 5610, however we increased that to 5642. Our projected FTES for this year is 6100. Our original target for next year was 6219. The Chancellor's Office however reduced that goal to 6187, which is the number we have been working with thus far. This is the number which was reflected in our budget proposal to the Board of Trustees. Now the Chancellor's Office has asked that we increased that goal to 6300, with the understanding that if we do not quite reach that number we will not be penalized. This will result in substantial increased funding for our campus which may help to offset the anticipated budget reductions next year. Classroom space is anticipated to be adequate until just before the Business building is started.

EC members expressed concern regarding availability of funding for adding adjunct faculty to meet increased class sizes, the need for increases in staff positions and faculty searches, and the need to plan ahead even though budget reduction numbers are not yet known. Sheath noted that the proposed "bottom up" budget process will help to ensure that such concerns are met.

A retreat was held last week for the Student Affairs and Academic Affairs realignment effort. The six subcommittees have all made tremendous progress, and a preliminary recommendation report is anticipated to be ready in mid-March. A town hall meeting is tentatively scheduled for the morning of February 14.

The composition of the Assigned Time working group has been determined and they hope to begin meeting next week. Members include Janet McDaniel (COE), Dick Montanari (COBA), Richard Serpe (COAS Department Chair), Gabriella Sonntag (Library), George Diehr (CFA), Steve Lilly (COE Dean), Robert Sheath, and Mary Elizabeth Stivers (both for Academic Affairs). (This report eliminated the need for agenda item A under Old Business.)

Thus far, 39 applications for the IITS Dean position have been received, and there has already been interest expressed in the COBA Dean position.

**VIII. Statewide Senate Report:** Montanari reported that a summary of last week's plenary was distributed via e-mail by Parsons to faculty. Highlights included reports on the Roles & Responsibilities of Department Chairs, and the CSU Workload Study. Official minutes will be distributed once available.

**IX. CFA Report, George Diehr:** (Attending meeting out of town.)

**X. Committee Reports**

**APC:** No report.

**LATAC:** Friday, January 31, is the last day for faculty to respond to the e-mailed survey on bibliographic management software. Hamill noted that she received an error message when she attempted to enter text in the "comments" field.

**SAC:** A draft policy for faculty on management of course records was distributed. The draft has been reviewed by campus legal counsel. SAC suggests that, once approved, the language be added to the campus policy on records management, the FERPA policy, and in part to the Student Grade Appeal Policy. Comments should be directed to SAC. This item will be added to next week's EC and AS agendas for discussion.

**XI. New Business**

**C. FY 02/03 Est. General Fund Budget – Allison (taken out of order for time certain)** Allison stated that he intends to provide the Senate and other campus groups regular budget updates. He reviewed the agenda attachment which included a summary of the campus 02/03 original budget and multiple budget reductions, along with more detailed information regarding allocations by division. He noted that reserves from 01/02 will help to offset a large part of these reductions. Questions were raised regarding which campus programs are considered "all university," and the nature of certain reductions which were actually internal reallocations due to over-allocations in certain areas. In addition, several EC members expressed difficulty

understanding the information, and Allison offered to provide some written notes to assist in explaining the various aspects of the summary.

Allison explained that certain expenses negotiated by the Chancellor's Office, and which we are bound to, are not funded by the system, and must be assumed by the campuses. He also noted that General Fund monies are allocated based on certain formulae, but there is no effort by the system to control an individual campus' use of the funds, and a campus is generally free to allocate as it sees fit within certain parameters. Also, he noted that certain "one-time" reductions levied this year have apparently become permanent reductions.

Budget reductions next year systemwide are expected to total over \$260 million, of which about \$6 million represents our share. The budget office is currently scrutinizing projections to determine what costs may be reduced. Biggs suggested we begin planning now, based on what is known, to deal with next year's cuts, rather than waiting until final budget is available. Allison expects to receive information from the Chancellor's Office within the next few weeks which will allow the budget office to begin planning for next year as well as future years.

## **X. Committee Reports**

**UCC:** The committee is concerned about and discussing the consequences of the pilot campus initiative and the resulting workload impact on UCC. Sheath noted that the workload would likely come in future years and be a multi-year process.

**APC:** The committee's first meeting of the semester will be this Friday.

Montanari remarked that Barsky suggested the Chair of PAC report to EC once or twice a year. The EC concurred. Stengel, PAC's chair, will be invited to an upcoming meeting.

## **XI. New Business**

**A. Scheduling Rules for Events** Hamill indicated she was having difficulty confirming a room for the 10th annual Psychology fair scheduled for this spring, although she has been working with the scheduling office since the beginning of the fall semester. Other EC members expressed similar frustration with efforts to schedule events. It was noted that there exists priority scheduling rules which guide the schedulers' work. It was also noted that rooms in the new Arts buildings are not yet available, and that this is impacting scheduling efforts. Sheath indicated he would look into the matter, and suggested inviting Barsky and the new scheduling coordinator to meet with EC to discuss the priority rules.

**B. EC/AS Routines and Procedures** McDaniel requested that all members recommit to being more efficient with Senate and EC routines and procedures. She noted that it is often confusing whether items are up for a first or second reading, whether items come seconded by committee or EC, and why votes are sometimes oral and sometimes by show of hands. She also noted how helpful it would be if documents were always presented with line numbering. She also suggested a quick refresher on the flow of business and parliamentary procedure, perhaps in written form.

Montanari noted that he bases his decision on how to call for a vote (oral or by show of hands) by gauging the consensus of the senators – if it appears a vote would be close, he calls for a show of hands. The EC discussed various ways to make business flow more easily, and to ensure that senators are aware of the purpose for 1<sup>st</sup> and 2<sup>nd</sup> reading items.

**D. Senate Role for University Planning Officer** Postponed to 2/5/03 EC meeting.

## **XII. Old Business**

**A. Assigned Time Committee** Handled in provost's report.

**B. Pilot Campus Committee** Postponed to 2/5/03 EC meeting.

The meeting was adjourned at 2:05 p.m.  
Marcia Woolf, Academic Senate Coordinator

APPROVED: \_\_\_\_\_  
Glen H. Brodowsky, Secretary 02/03

Date: \_\_\_\_\_